**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_\_**

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** A watermark is a text or graphic printed behind text.

**T F 2.** To edit a header or footer, you must triple-click to activate a header or footer.

**T F 3.** The Header & Footer Tools display in the Ribbon after a header or footer is inserted.

**T F 4.** Built-in headers and footers provide instant design.

**T F 5.** If you make any changes to the colors, fonts, or effects of the current theme, you can save it as a custom version and apply it to future documents.

**T F 6.** A picture can be inserted as a page background.

**T F 7.** A header and footer cannot be used in the same document.

**T F 8.** You can specify a different header for odd and even pages.

**T F 9.** Page colors are the background color of a page.

**T F 10.** A footer can contain text or graphics.

**Multiple Choice**

**Select the best response for the following statements.**

**Place the correct answer on the blank provided**

**\_\_\_\_\_\_1.** Building blocks can be sorted by all EXCEPT which of the following?

**a.** Name

**b.** Creator

**c.** Gallery

**d.** Category

**\_\_\_\_\_\_2.** \_\_\_\_\_\_\_\_\_\_ is a new option within the Quick Parts menu.

**a.** AutoComplete

**b.** Auto Organizer

**c.** AutoText Insert

**d.** AutoText

**\_\_\_\_\_\_3.** Identify the tiny program that includes a label for instructing you on the type of text

to include and a placeholder that reserves a place for your new text.

**a.** Placeholder

**b.** Fields

**c.** Content Control

**d.** All of the above

**\_\_\_\_\_\_4.** A document theme includes sets of which of the following?

**a.** Colors

**b.** Fonts

**c.** Effects

**d.** All of the above

**e.** None of the above

**\_\_\_\_\_\_5.** A line inserted around the page is called a \_\_\_\_\_\_\_\_\_\_.

**a.** Document page border

**b.** Border

**c.** Page border

**d.** None of the above

**\_\_\_\_\_\_6.** To preview a style or a theme, you must do which of the following?

**a.** Place your pointer over the choice

**b.** Print the document

**c.** Set up the document properties

**d.** It is not possible to preview a style or theme.

**\_\_\_\_\_\_7.** The \_\_\_\_\_\_\_\_\_\_\_\_ provides a way to manage building blocks by editing, deleting,

and/ or inserting them.

**a.** Quick Organizer

**b.** Cover Page

**c.** Text box

**d.** Organizer

**\_\_\_\_\_\_8.** A \_\_\_\_\_\_\_\_\_\_ is a placeholder that tells Word to insert changeable data into a

document.

**a.** Field name

**b.** Field

**c.** Data field

**d.** Data source

**\_\_\_\_\_\_9.** Customized company logos applied to a page background is called a(n)\_\_\_\_\_\_\_\_\_\_.

**a.** MarkArt

**b.** Insert picture command

**c.** Watermark

**d.** SmartArt

**\_\_\_\_\_\_10.** In the \_\_\_\_\_\_\_\_\_\_\_\_\_dialog box, you can specify to insert a page border on only the

first page of a document.

**a.** Page Border

**b.** Borders and Shading

**c.** Page Border tab

**d.** Line Border